

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-6 MAILING DESTINATION FOR BOOKS (SPECIAL DELIVERY) 5th Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Court House	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Stacey Armstrong	Clerk of Court	Adair Cnty. Court House	400 Public Square	Greenfield	IA	50849-0389	2	2	641-743-2445	stacey.armstrong@iowacourts.gov
Lori Reed	Clerk of Court	Adams Cnty. Court House	500 9th Street	Corning	IA	50841	2	2	641-322-4711	lori.reed@iowacourts.gov
Linda Graves	Clerk of Court	Clarke Cnty. Court House	100 South Main Street	Osceola	IA	50213	4	4	641-342-6096	linda.graves@iowacourts.gov
Kelly Thompson	Clerk of Court	Dallas Cnty. Court House	801 Court Street	Adel	IA	50003-1485	8	8	515-993-6854	kelly.thompson@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur Cnty. Court House	207 North Main Street	Leon	IA	50144	3	3	641-446-4331	traci.tharp@iowacourts.gov
Leisa Imboden	Clerk of Court	Guthrie Cnty. Court House	200 North 5th Street	Guthrie Center	IA	50115	2	2	641-747-3415	leisa.imboden@iowacourts.gov
Carol Sage	Clerk of Court	Jasper Cnty. Court House	101 1st Street N	Newton	IA	50208	6	6	641-792-3255	carol.sage@iowacourts.gov
Vicky Black	Clerk of Court	Lucas Cnty. Court House	916 Braden Avenue	Chariton	IA	50049	3	3	641-774-4421	vicky.black@iowacourts.gov
Janice Bowers	Clerk of Court	Madison Cnty. Court House	112 N. John Wayne Dr.	Winterset	IA	50273-0152	3	3	515-462-4451	janice.bowers@iowacourts.gov
Carol Sage	Clerk of Court	Marion Cnty. Court House	214 E. Main Street	Knoxville	IA	50138	7	7	641-828-2207	carol.sage@iowacourts.gov
Sherrie Schuck	Admin. Asst.	Polk Cnty. Court House	500 Mulberry Street	Des Moines	IA	50309-4238	54	54	515-286-3198	sherrie.schuck@iowacourts.gov
Donna Stephens	Acting Clerk of Court	Ringgold Cnty. Court House	109 W. Madison St.	Mount Ayr	IA	50854-0523	3	3	641-464-3234	donna.stephens@iowacourts.gov
Lori Reed	Clerk of Court	Taylor Cnty. Court House	405 Jefferson Street	Bedford	IA	50833	2	2	712-523-2095	lori.reed@iowacourts.gov
Marsha Parsons	Clerk of Court	Union Cnty. Court House	300 North Pine Street	Creston	IA	50801	2	2	641-782-7315	marsha.parsons@iowacourts.gov
Laura Peterson	Clerk of Court	Warren Cnty. Court House	115 N. Howard St.	Indianola	IA	50125	6	6	515-961-1069	laura.peterson@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne Cnty. Court House	101 Franklin Road	Corydon	IA	50060	2	2	641-872-2264	traci.tharp@iowacourts.gov

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS)

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE	Paper-Proof Covers	Acts	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency (Ola Babcock Miller Building) for approval.	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver notice or marked up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
		CS	↑	↑
	Sets of Digital Proofs	Acts	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 2 sets of digital proofs to the Agency (Ola Babcock Miller Building) for approval (Delivery by 10:30 a.m. Central Time).	Within 1 business day after the Contractor delivers the sets of digital proofs, the Agency must deliver notice or marked up sets of digital proofs (or parts of sets) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the sets of digital proofs to the Agency by 10:30 a.m. Central Time.
		CS	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS) *Continued*

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Finished Cover	Acts	Within 15 calendar days after the Agency delivers its final page count for the books to the Contractor, the Contractor must deliver 1 finished cover to the Agency (Ola Babcock Miller Building) for approval.	Within 5 calendar days after the Contractor delivers the finished cover, the Agency must deliver notice or marked up finished cover to the Contractor (stating approval, qualified approval, or disapproval).
		CS	↑	↑
	Sets of Digital Proofs	Acts	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 2 sets of digital proofs to the Agency (Ola Babcock Miller Building) for approval (Delivery by 10:30 a.m. Central Time).	<p>Within 1 business day after the Contractor delivers the sets of digital proofs to the Agency, the Agency must deliver notice or marked up sets of digital proofs (or parts of sets) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the sets of digital proofs to the Agency by 10:30 a.m. Central Time.</p> <p>The Agency's approval or disapproval of one set of digital proofs is deemed as the approval or disapproval of both sets of digital proofs. If the Agency approves a set of digital proofs with qualification or disapproves a set of digital proofs, the Agency may return an entire set of digital proofs, or any part of the set of digital proofs, to the Contractor with markings indicating where any deficiencies were found.</p>
		CS	↑	↑
	Sets of Assembled Pages	Acts	Within 4 business days after the Agency delivers its approval of the final sets of digital proofs for a book, the Contractor must deliver 7 sets of assembled pages to the Agency (Ola Babcock Miller Building).	No response necessary
		CS	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (BOOKS)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Acts	<p>Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 2,750 books to the Agency. See <i>Tables C-4 and C-5</i>.</p> <p>(1) Normal Delivery: 2,251 books delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery: 499 books delivered to 8 Judicial Districts.</p>	<p>Within 42 calendar days after the Contractor delivers all books to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following:</p> <p>(1) Accept or Reject Books. The Agency accepts or rejects any number of the books.</p> <p>(2) Notice to Extend Time. The Agency reserves a total of 70 days to accept or reject any number of the books.</p>
	CS	<p>Within 15 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver 3,250 books to the Agency. See <i>Tables C-4 and C-5</i>.</p> <p>(1) Normal Delivery: 2,716 books delivered to the Grimes State Office Building.</p> <p>(2) Special Delivery: 534 books delivered to 8 Judicial Districts.</p>	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
POST STANDARD PERFORMANCE	Acts	After the Agency delivers its approval or rejection of all books required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (subject to any adjustments as provided in the contract). See <i>Table D-2</i> .	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (subject to any adjustments as provided in the contract), the Agency will approve the invoice and deliver payment of the contract price to the Contractor. For the payment schedule, and consequences associated with presenting an invoice, see the <i>Contract Form</i> (C-2), Part XI.
	CS	↑	↑

APPENDIX E CONTACT INFORMATION

TABLE E-1 CONTACT INFORMATION FOR THE AGENCY

		CONTACT INFORMATION		SPECIAL INSTRUCTIONS	
PUBLICATION	Acts	Name Title	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor	(1) Authorization. Ms. Hickey and Ms. Page are authorized to discuss any issue relating to the contract. (2) Contact. The Contractor must make contact as follows: (a) Procedure. If the Contractor cannot directly make contact with one contact person, the Contractor must make every reasonable effort to make direct contact with the other contact person. (b) E-Mails. The Contractor must address electronic messages to both contact persons. (3) Alternatives. Ms. Hickey or Ms. Page may designate alternate persons to communicate regarding any issue which arises under the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
		Address	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor West (Iowa Code Office) Des Moines, Iowa 50319	Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor West (Iowa Code Office) Des Moines, Iowa 50319	
		Telephone	(515) 281-8871	(515) 242-6464	
		Fax	(515) 281-5534	(515) 281-5534	
		E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	
	CS	↑	↑	↑	

APPENDIX E CONTACT INFORMATION

TABLE E-2 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

PUBLICATION	Acts	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
		Name	Paul O'Neill	Beth Riege	
		Title	Account Representative	Account Representative	
		Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123	
		Telephone	(651) 687-6139	(651) 848-4196	
		Fax	Not applicable	Not applicable	
		E-Mail	Paul.o'neill@thomsonreuters.com	Beth.riege@thomsonreuters.com	
		Pager (If Available)	(612) 622-6513	(612) 621-2303	
CS	↑	↑	↑	↑	

- (1) **Authorization.** The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day operations of the contract.
- (2) **Availability.** One of the Contractor's contact persons must be available on all days during which the books are being produced for or delivered to the Agency.
- (3) **Production Items.** For production items, the following apply:
- (a) **Set of Digital Proofs.** For a set of digital proofs, if Ms. Hickey or Ms. Page delivers a message regarding the production or delivery of a set of digital proofs, the Contractor's contact person must respond not later than 4 hours after Ms. Hickey or Ms. Page delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day.
- (b) **Not a Set of Digital Proofs.** For a production item other than a set of digital proofs, if Ms. Hickey or Ms. Page delivers a message, other than a message regarding the production or delivery of a set of digital proofs, the contact person must respond by not later than noon on the next business day.

APPENDIX E CONTACT INFORMATION

TABLE E-3 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

PUBLICATION	Acts	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
		Name	Jackie Wrolstad	Ellen Gillespie	
		Title	Contract Administration Specialist	Director, Contract Management	
		Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123	
		Telephone	(651) 848-3623	(651) 687-5888	
		Fax	Not applicable	Not applicable	
		E-Mail	Jackie.wrolstad@thomsonreuters.com	Ellen.gillespie@thomsonreuters.com	
CS	↑	↑	↑	↑	

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